

FLATHEAD CITY-COUNTY BOARD OF HEALTH  
MINUTES OF MAY 22, 2008  
2:00 – 4:00 P.M.  
CONFERENCE ROOM / EARL BENNETT BUILDING  
KALISPELL, MONTANA

<u>Members Present</u>	<u>Members Absent</u>	<u>Others</u>
Glen Aasheim, MD	Duane Larson	Paul Conrad
Nancy Askew	Doug Smith, DMD	Lisa Dennison
Joe Brenneman		Myni Ferguson
Wayne Miller, MD		Tara Fugina
Art Thompson, MD		Kirsten Holland
		Wendee Jacobs
		Jeannine Lund
		Tonya Passwater
		Joe Russell
		Boni Stout
		Adele Zimmerman

Call or Order

Chairperson Nancy Askew called the meeting to order at 2:05 P.M.

Approval of Agenda

Askew reported that a new agenda was submitted to the Board members before the meeting. The Division Director's annual increase for the fiscal year 2008 was added to the agenda.

**MOTION Glen Aasheim to approve the agenda as amended.**

**SECOND Art Thompson**

**MOTION CARRIED**

Approval Minutes of April 17, 2008 Regular Meeting

**MOTION Wayne Miller to approve the minutes of April 17, 2008 regular meeting as mailed.**

**SECOND Asheim**

**MOTION CARRIED**

Citizen Comments

Myni Ferguson-

Reported that she is from Whitefish, Montana. She added that she is the President of the Flathead County Animal Control Advisory Committee. Adele Zimmerman is the Vice President. Ferguson distributed a packet with Animal Shelter information. She announced that the shelter only has five employees. She added that according to the National Animal Control Association, the shelter should have nine employees based on the population of the county. Ferguson referred to the "Think Dog" brochure in the packet. She mentioned that the "Think Dog" training will be held on June 28<sup>th</sup> in the Health Department conference room.

Fiscal Year 2009 Budget

Russell announced that the Budget Committee met earlier in the week to review and discuss the preliminary budget. Russell distributed the budget to each Board member. He reported that before they create the new budget, they review the end of year cash balance, predicted expenditures, and last year's revenue. He added that they can predict next year's operating

**MOTION** Aasheim to approve the Fiscal Year 2009 preliminary budget as presented.  
**SECOND** Thompson **MOTION CARRIED**

Russell reported that he sent the amended contract via e-mail to the Board. He mentioned that the change in base salary was indicated in red font.

**MOTION** Miller to approve the amended Health Officer Contract.  
**SECOND** Aasheim

Miller wondered if the base salary includes benefits. Russell stated that since he is a county employee, his benefit is longevity and COLA. He added that the benefit is specified in the contract. Miller wondered if the Health Officer has a potential for an annual evaluation and a base salary adjustment at the time of the evaluation. Russell stated that base salary adjustment is initiated at the time of contracting and then it will be adjusted by COLA.

**MOTION CARRIED**

Russell announced that the division directors are not classified and they are not in the county system or the health department matrix. They are county employees and receive a longevity increase. Also, they will receive the COLA that the Commissioners approved for this year. Russell reported that if the Board approves the annual increase, it would direct the Finance Office to ensure that the increase was included for the division directors.

**MOTION** Thompson to approve the annual increase for the division directors for fiscal year 2009.

**SECOND** Aasheim

Brenneman reported that they expect the COLA to be approximately 2.8 percent. He added that by comparing Flathead County to the rest of the state, Flathead County is surpassed by only

Gallatin County in the cost of living. Therefore, the Commissioners decided to make the COLA 4 percent which will be 1.2 percent more than what they expect.

### **MOTION CARRIED**

#### Build/Design Contract with Swank Construction

Russell announced that the Board will not be acting on the contract. He reported that he met with the USDA Rural Development group who are considering a direct loan to the Board of Health for the construction. When reviewing the Board's plans, the USDA Rural Development group stated that they do not fund Design/Build projects. They will fund a Construction Manager At Risk. Russell reported that they are working towards an AIA 121 contract instead of a AIA 141 contract, which is the Design/Build contract. He stated that the USDA will direct half of the money and then guarantee the remaining half through a local lender. Russell added that they have been speaking with a specific bank to determine terms and rates. He stated that Tara Fugina is currently reviewing the contract and will bring the contract to the Board in the near future. Russell announced that in discussions with Mike Pence and the Commissioners, they determined that they will construct the entire third floor instead of only constructing a portion of it. Miller wondered if the construction process will be delayed because of the change in contract. Russell stated that it will not delay the process. He mentioned that a significant change in the new contract resulted in the Board employing the architect and not the Manager At Risk. Brenneman reported that the Commissioners are optimistic that a loan could be achieved that will allow the entire third floor to be constructed. He added that the Commissioners will be responsible to determine the county agency that will be moving into the Health Department and paying for the occupied space.

#### EMS Advisory Committee Appointments

Russell announced that the Board received the minutes from the April 24<sup>th</sup> EMS Advisory Committee meeting. They discussed the appointments by various units. The Board received a document listing the appointments and terms for each unit.

**MOTION Miller to approve the EMS Advisory Committee appointments and terms listed.**

**SECOND Brenneman**

**MOTION CARRIED**

#### EMS Special Levy Request

Russell asked that the Board refer to the EMS Advisory minutes of April 24<sup>th</sup>. Askew inquired about Smith Valley QRU. Russell stated that since they did not discuss Smith Valley QRU at their advisory meeting, they would like to discuss the matter then bring it back to the Board at the next meeting. He announced that Bigfork, Creston and Kalispell received \$12,000 of the request and 911 Dispatch received \$15,000 for their EMD system. Russell added that more work needs to be conducted to finalize the schedule. He reported that prior to distributing the money next fiscal year; they need to seek proposals from the units regarding how they are going to use their funds. Also, they need to establish time lines when they will accept those proposals. Russell mentioned that they also need to save some funds for special priority areas.

**MOTION Miller that Creston, Bigfork and Kalispell each receive \$12,000 and 911 Dispatch receive \$15,000.**

**SECOND Aasheim**

**MOTION CARRIED**

Departmental Reports

Community Health-

Boni Stout reported that they are beginning to receive phone calls about ticks and bats. She announced that the department was invited to participate in the Expanding Horizons program at the FVCC. The program focuses on encouraging girls between 6 through 12<sup>th</sup> grade to partake in curriculum such as science and math.

Home Health-

Paul Conrad stated that they have a significant amount of patient visits in the past month. They have also had personnel changes. Conrad mentioned that they have been working with their business consultant to improve policy procedures. He announced that their PPS payment system added over one hundred new diagnoses to the high payment category. This will result in a one to two percent increase on their reimbursement per episode of treatment.

Flathead County Animal Shelter-

Kirsten Holland reported that she is the Division Director for the Animal Shelter. She distributed the statistics for the first quarter of 2008. She reported that for the first three months that she was the director, they experienced a 95 percent live release rate. She announced that the rate is typically unheard of in an open door shelter. Holland reported that in April, the rate decreased to 87 percent. She mentioned that their return to owner (RTO) rate is low. They are working to improve that statistic. She announced that after 72 hours, an animal that is unclaimed can be euthanized. To prevent euthanization, they are increasing the animal's length of stay. The staff has also been placing "found" ads in the Daily Interlake. Holland reported that they have opened the shelter on Mondays and have increased their hours from 12:00 to 6:00. She announced that the staff has been conducting some community outreach. They have been advertising at Murdoch's, on montanapets.org and on KAJ-TV every Tuesday at 12:00. She reported that they will be advertising more on other websites when they acquire more volunteers. She added that they plan on initiating the youth volunteer program at the end of the summer. Holland reported that they have been increasing their rescue rate by working with nonprofit organizations, individual rescue organizations and the Humane Society. She announced that all animals that leave the shelter are immunized. Holland stated that Trista Sapp, who was injured from a dog attack, will be released for full work duty beginning on Monday. Askew wondered if the Animal Shelter can be linked through the Health Department website. Holland reported that Gil Parsons from the IT Department has been working on the website and a link that could be placed on the Health Department website. Askew inquired about grant writers in the County. Holland reported that she has grant writing experience and is willing to fulfill that need for the Animal Shelter. Brenneman agreed that hiring a new employee to liberate Holland would allow her the time for grant writing. Askew inquired about the expansion of the shelter. Holland reported that they are planning to add 10 to 15 more dog kennels. She mentioned that the Humane Society is planning on a large expansion this summer. Aasheim inquired about the Animal Shelter's relationship with the Humane Society. Holland stated that there was a problem when Animal

Control was not willing to release animals to them for rescue. Currently, the relationship between the shelter and the Humane Society is exceptional.

#### WIC-

Jeannine Lund reported that they are getting prepared to distribute the Farmer's Market coupons this summer. The coupons will be distributed starting July 1<sup>st</sup>. Lund reported that all the staff partook in CPR training. They also attended the Annual Spring Conference in Missoula. Brenneman inquired about WIC funding. Russell stated that WIC will receive an additional \$17,000 from the State for fiscal year 2009.

#### Environmental Health-

Wendee Jacobs reported that the staff attended different trainings last month. She added that the subdivision and septic figures are normal for the season. Miller inquired about the higher inspection scores. Jacobs reported that placing inspection scores in the paper has proved to be helpful. Aasheim inquired about the pool and spa critical scores. Jacobs stated that some spa owners have not been upgrading their spas because of the high costs it involves. Askew inquired about the seasonal food vendors. Jacobs stated that the vendors must have a plan review and must be licensed.

#### Committee Reports

##### EMS Committee-

Miller reported that the Committee requested a meeting with Kim Threet, the EMS Coordinator from the Department of Public Health and Human Services. They wanted to obtain an understanding of the authority that they may have on pursuing noncompliance with EMS protocols and policies. Russell stated that Doctor Rob Bates requested a meeting to review Bates' contract. The meeting will be held on June 9<sup>th</sup>.

##### Community Health Center-

Russell announced that the contract was signed by the Commissioners on Wednesday and was sent to Helena. He added that he will bring figures to the Board in the near future. Miller wondered how the Community Health Center and WIC interrelate. Russell stated that WIC is an isolated entity with its own services. He added that eventually Family Planning services will be merged into the Community Health Center. The Health Board will need to meet with the Community Health Center Board to discuss provision of Family Planning services and how the merger will be conducted.

#### Health Officer's Report

Russell reported that he was out of town for two weeks and apologized that he did not place a Health Officer's report in the packet. He announced that he attended a NACCHO conference in San Diego and obtained useful climate change information to distribute to the Board.

#### Review Chapter Three of Board of Health Guidance Document

Russell stated that they still need to include HIPPA and privacy information in chapter two of the Guidance Document. He asked that the Board bring their Guidance Document binders to the next Board meeting. He reported that the By-Laws were modified last April and he will replace those pages in the Board members' Guidance Document. Russell stated that there are four key

elements to the Elements of Effective Board Service. The Board needs to be committed, the Board must work together, the Board must be willing to learn their job, and there must be ethics tied to activities. Russell reported that there is a code of ethics that is specified in the document. He stated that as a Board of Health member, it is important to listen carefully to other members. He added that it is important to understand that every Board member brings something special to the table. Russell announced that the authority lies with the full Board. He believed that the Board works in accordance with their mission statement. Russell added that conflicts of interest should be declared by Board members. He asked that each Board member review the chapter and the survey. Russell wondered if the Board would be willing to conduct another performance standard in the fall. The Board agreed. Russell announced that the Board will review chapter four of the Guidance Document at the next meeting.

#### Board Member Comments

Brenneman referred to the "Treating Wastewater in the Flathead" booklet in the Board packet. He reported that he constructed two grants to establish a group to conduct wastewater analysis. If the grants were to be accepted, it would allow implementation of a 12 member Board. Brenneman stated that the booklet is a good summary of the systems in the County. Russell stated that the booklet will be amended with the addition of the Health Department logo. He asked if the Board would prefer the booklet to be distributed to each city council member in the valley. Askew suggested that they update the census information in the booklet before distributing it to the council members. Russell stated that they will update the requested information. Brenneman announced that he will meet with Senator Baucus to consider legislation enabling the Health Officer the ability of immediate closure of noncompliant food service establishments.

Miller stated that he would like to keep roadside waste abatement on the table. He announced that he received an e-mail from Mark Peck regarding the EMD PowerPhone system. The EMD system will be installed soon.

The meeting adjourned at 3:40 P.M.

Lisa Dennison, Secretary